

**New Jersey Chain-of-Custody Form  
For Paper-Based Testing Materials**

**INSTRUCTIONS:**

This form is to be completed for students who are taking the Paper-Based Tests. This form documents that secure paper-based test materials were signed out and signed back in by the test administrator and school test coordinator.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for at least four consecutive assessment cycles.

Security Number	Test Administrator's Signature	Date and Time Issued	School Test Coordinator's Signature	Date and Time Returned

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**DIRECTIONS**

Each Test Administrator must sign this form when test booklets are issued. The School Test Coordinator must sign when test booklets are returned immediately after testing is completed. Please **RETAIN ALL** chain-of-custody forms for your records. **THIS FORM SHOULD BE COPIED FOR EACH DAY OF TESTING.**

**SCHOOL TEST COORDINATOR CERTIFICATION STATEMENT**

By completing this form, I certify that:

- I have issued the secure test booklets in numerical order; and
- Each secure test booklet issued was returned to me immediately after testing was completed.

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Name and Title

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Date